



MEETING OF THE

ADMINISTRATION COMMITTEE

Main Office

818 West Seventh Street
12th Floor
Los Angeles, California
90017-3435

t (213) 236-1800

f (213) 236-1825

www.scag.ca.gov

Officers: President: Yvonne B. Burke, Los Angeles County • First Vice President: Gary Oviatt, San Bernardino County • Second Vice President: Richard Dixon, Lake Forest • Immediate Past President: Toni Young, Port Huemense

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Orange County: Chris Norby, Orange County • Christine Barnes, La Palma • John Brauman, Rina • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim • Debbie Cook, Huntington Beach • Leslie Daigle, Newport Beach • Richard Dixon, Lake Forest • Paul Glaab, Laguna Niguel

Riverside County: Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Liveridge, Riverside • Greg Pettit, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Gary Oviatt, San Bernardino County • Lawrence Dale, Bardow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallon, Highland • Deborah Robertson, Rialto • Alan Wagner, Ontario

Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Huemense

Orange County Transportation Authority: Lou Correa, County of Orange

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moorpark

11/14/06

Thursday, March 1, 2007

9:00 a.m. – 10:00 a.m.

SCAG Offices

**818 West 7th Street, 12th Floor
Conference Room San Bernardino
Los Angeles, CA 90017
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or summers@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

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Administration Committee Membership

March 2007

*Young, Toni, **Chair***

*Washburn, Dennis, **Vice Chair***

Port Hueneme

Calabasas

Immediate Past President

EEC

Member	Representing	Affiliation
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Becerra, Glen	Simi Valley	Ventura County
Bowlen, Paul	Cerritos	CEHD
Burke, Yvonne	Los Angeles	President
Clark, Margaret	Rosemead	EEC
Dixon, Richard	Lake Forest	Officer
Edney, Jon	El Centro	CEHD
Loveridge, Ronald	Riverside	Riverside County
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	Appointed
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Wapner, Alan	Ontario	SANBAG

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Toni Young,
Chair

2.0 **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 **REVIEW and PRIORITIZE AGENDA ITEMS**

4.0 **CONSENT CALENDAR**

4.1 **Approval Items**

- | | | |
|-------|--|----|
| 4.1.1 | <u>Minutes of February 1, 2007 Meeting</u>
Attachment | 1 |
| 4.1.2 | <u>Resolution No. 07-485-1 for</u>
<u>Facsimile Signature Processing</u>
Attachment | 5 |
| 4.1.3 | <u>Authorization of \$2,500.00 from the</u>
<u>General Fund for the 2007 Aviation Summit</u>
Attachment | 8 |
| 4.1.4 | <u>Amendment to I-710 (South)EIR/EIS MOU</u>
Attachment | 9 |
| 4.1.5 | <u>Disadvantaged Business Enterprise (DBE)</u>
<u>Race-Neutral Implementation Agreement</u>
Attachment | 14 |

ADMINISTRATION COMMITTEE

AGENDA

			PAGE #	TIME
	<u>CONSENT CALENDAR-Cont'd</u>			
4.2	<u>Receive & File</u>			
4.2.1	<u>Purchase Orders and MOUs between \$5,000 - \$250,000 Attachment</u>		27	
4.2.2	<u>FY06 Single Audit Report Attachment</u>		28	
5.0	<u>ACTION ITEMS</u>			
5.1	<u>FY 2007/2008 Comprehensive Budget Attachment; Supplemental Attachment Mailed Separately</u>	Wayne Moore, CFO	29	20 minutes
	Recommended Action: Approve the Fiscal Year 2007-2008 Comprehensive Budget.			
5.2	<u>RHNA Budget Report Update Attachment</u>	Wayne Moore, CFO	30	10 minutes
	Recommended Action: Approve the use of an Additional \$100,000 in General Funds for the RHNA Project.			
5.3	<u>Authorization to Apply for Federal Highway Administration Grants Administered by CALTRANS Attachment</u>	Wayne Moore, CFO	31	5 minutes
	Recommended Action: Authorization to Apply for FHWA Grants Administered by Caltrans.			

ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
<u>ACTION ITEMS- Cont'd</u>			
5.4	<u>Personnel Committee</u>		
5.4.1	<u>Results of Classification Study Attachment</u> Recommended Action: Approve Classification Levels and Salary Ranges for Finance and Modeling Series.	Rhonda Lawrence, SCAG Staff	33 15 minutes
6.0	<u>SUBCOMMITTEE FOR MEETING DAY SCHEDULE</u>	Hon. Toni Young, Chair	
7.0	<u>INFORMATION ITEMS</u>		
7.1	<u>CFO Monthly Financial Report for January 2007 Attachment</u>	Wayne Moore, CFO	36
8.0	<u>AUDIT COMMITTEE REPORT</u>	Hon. Paul Nowatka, Chair	
9.0	<u>STAFF REPORT</u>		
10.0	<u>FUTURE AGENDA ITEMS</u> Any Committee member or staff desiring to place items on a future agenda may make such a request.		
11.0	<u>ANNOUNCEMENTS</u>		
12.0	<u>ADJOURNMENT</u> The next meeting of the Administration Committee will be held on Thursday, April 5, 2007 at the SCAG Offices in downtown Los Angeles.		

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

February 1, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

Members Present

Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Wapner, Alan	City of Ontario
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni (Chair)	City of Port Hueneme

Members Not Present

Aldinger, Jim	Manhattan Beach
Becerra, Glenn	City of Simi Valley
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
February 1, 2007

MINUTES

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of January 4, 2007

4.1.2 Contracts Amendments over \$75,000

4.1.3 Approval to Add Funds to Sole Source
Contract with Lindell L. Marsh

4.1.4 10th Annual Regional Economic
Forecast Conference

4.2 Receive and File

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000 and MOUs Between
\$5,000 to \$250,000

Motion was made (McCallon) to approve the Consent Calendar. Motion was seconded (Baldwin) and unanimously approved.

5.0 ACTION ITEMS

5.1 FY 06 Comprehensive Annual Financial Report

This item was pulled and deferred to the Regional Council.

5.2 Structure of Meeting Day

The Committee expressed a concern that there is not enough time given to the various policy committees to thoroughly explore the information presented; items are often unheard due to insufficient time. An alternative outline, maintaining part

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

February 1, 2007

MINUTES

of the existing structure is needed to enhance the efficiency and effectiveness for the committee members. Staff presented a matrix of ten potential changes to the meeting schedules for consideration by the Committee. After discussion, it was decided to form a subcommittee to discuss options and report back to the Committee. The subcommittee members include Toni Young, Ronald Loveridge, John Edney, Paul Bowlen and Gary Ovitt; staff will consist of, Mark Pisano, Executive Director and Justine Block, Deputy Legal Counsel.

6.0 INFORMATION ITEMS

- 6.1 Number of Proposals Received**
Response to SCAG Solicitations
Item was pulled and deferred to the Regional Council.

6.2 CFO Monthly Financial Report for December 2006

Wayne Moore, CFO, reported:

- The Accounting division's treasury operations have been undergoing some internal review and improvements. The department purchased a check signing machine for checks up to \$10,000. This will eliminate 70% of checks that are signed manually. The process will be implemented this month.
- Negotiations are underway with our current payroll service provider to provide SCAG with reduced pricing. SCAG could save approximately \$6,000.00 annually in cost and services for payroll processing.
- Budgets and Grants staff finalized the draft proposal for the FY07-08 overall work program and comprehensive budget. The budget presentation will be presented at the Regional Council meeting.
- Leyton Morgan is the Contract Manager for SCAG.
- The Audit Committee and Personnel Committee will have a joint meeting on February 8, 2007 to discuss the impacts and financial cost associated with the reporting of Post Retirement Benefits; which is a requirement for FY09.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

February 1, 2007

MINUTES

7.0 FUTURE AGENDA ITEMS

A progress report by the Sub-Committee on the "Structure Meeting Day" outline.

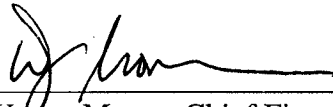
8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Hon. Toni Young, Chair, adjourned the meeting at 9:20 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, March 1, 2007.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

REPORT

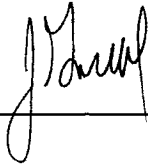
DATE: March 1, 2007

TO: Regional Council
Administration Committee

FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov

SUBJECT: RESOLUTION No. 07-485-1 FOR FACSIMILE SIGNATURE PROCESSING

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Adopt Resolution 07-485-1 for Facsimile Signature Processing By Bank Of The West.

BACKGROUND:

Currently, all checks are signed manually by the Deputy Executive Director (DED) and the Chief Financial Officer (CFO). The Finance department recently acquired a check-signing machine as an efficiency and productivity measure. Bank of the West requires SCAG' governing body to adopt this resolution in order to honor checks bearing facsimile signatures. The Finance department has developed procedures, with internal controls, for the mechanical check-signing process and is ready to implement them.

FISCAL IMPACT:


Funds for the purchase of the check-signing machine were included in the FY07 budget.

Reviewed by:



Division Manager

Reviewed by:



Chief Financial Officer

**RESOLUTION #07-485-1 OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
REGARDING FACSIMILE SIGNATURES**

WHEREAS, the Southern California Association of Governments (SCAG) is a Joint Powers Agency, established pursuant to Cal. Gov. Code Section 6502 et seq.;

WHEREAS, SCAG seeks to authorize the Bank of the West to pay certain checks and orders for payment from SCAG's account signed with a facsimile signature;

WHEREAS, SCAG will put in place internal controls to ensure the facsimile signature process is secure; and

WHEREAS, the Bank of the West has requested that SCAG sign a Facsimile Signature Agreement, and to adopt this Resolution in order to honor checks drawn by SCAG with a facsimile signature.

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments:

1. That the SCAG Executive Director or his designee is authorized to execute on behalf of SCAG the Facsimile Signature Agreement ("Agreement") with Bank of the West;
2. That Bank of the West is a designated depository of SCAG and it (including its correspondent banks) is hereby requested, authorized and directed to honor all checks, drafts or other orders for the payment of money drawn in SCAG's name on its checking account number provided in the Agreement (including those drawn to the individual order of any person or persons whose names appear thereon as signer or signers thereof) when bearing or purporting to bear the facsimile signature(s) provided in the Agreement; and
3. That Bank of the West shall be entitled to honor and to charge SCAG for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens from time to time filed with Bank of the West by the Secretary or other officer of SCAG;

AND BE IT FURTHER RESOLVED:

1. That SCAG hereby agrees to indemnify and hold Bank of the West harmless from and against any and all losses, claims, liability, demands and expenses, including attorney's fees, incurred or arising in connection with payment by Bank of the West in accordance with this resolution; and

2. That all previous authorizations for the signing and honoring of checks, drafts, or other orders for the payment of money drawn on said Bank of the West by this corporation are hereby continued in full force and effect as amplified hereby. This resolution is in effect until the resolution is no longer binding.

APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at a regular meeting this 1st day of March 2007.

YVONNE B. BURKE
President
Supervisor, County of Los Angeles

Attested by:

Mark Pisano
Executive Director

Approved as to form:

Joanna Africa
Interim Director of Legal Services

REPORT

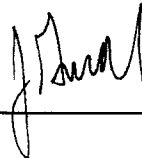
DATE: March 1, 2007

TO: Administration
Regional Council

FROM: Cheryl Collier, Communications Supervisor, 213.236.1942, collier@scag.ca.gov

SUBJECT: 2007 Aviation Summit

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Authorize supplemental appropriation of \$2,500 from the General Fund for the 2007 Aviation Summit.

BACKGROUND:

The 2007 Aviation Summit, scheduled for March 27, will address the future of aviation and the economic impact it has on the city, region, and country. The Summit will focus on the impact of travel and tourism on the U.S. and State economies; the spurring growth in an industry that has been adversely impacted by recent extraordinary events; and travel and tourism related policies and programs, particularly with regard to international inbound travel promotion and homeland security policies including visas and entry/exit systems.

This event will feature Phil Boyer, President/CEO of the Aircraft Owners and Pilots Association (AOPA) and Jim Ream, President/CEO of ExpressJet as speakers. Sponsored by the Ontario Chamber of Commerce and co-sponsored by the County of San Bernardino Economic Development Agency, Guardian Jet Center, and the LA/Ontario International Airport, this half-day summit will give local business professionals, elected officials and citizens the opportunity to learn more from the nationwide experts about the impact that travel and tourism has on our country.


FISCAL IMPACT:

\$2,500 from the General Fund balance will be used to sponsor the 2007 Aviation Summit.

Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

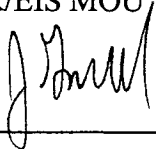
REPORT

DATE: March 1, 2007

TO: Administration Committee, Regional Council

FROM: Alan Thompson, Senior Regional Planner. (213) 236-1940 thompson@scag.ca.gov

SUBJECT: Amendment to I-710 (south) EIR/EIS MOU

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Approve amended Memorandum of Understanding to include the City of Signal Hill as a participant in the I-710 (South) EIR/EIS Project Committee.

BACKGROUND:

At the September 7, 2006 meeting, the Regional Council authorized SCAG to enter into a Memorandum of Understanding (MOU) between SCAG, the California Department of Transportation (Caltrans), the Gateway Cities Council of Governments (GCCOG) and the Los Angeles County Metropolitan Transportation Authority (LACMTA) for the purposes of a Statement of Intent, defining the roles and responsibilities of the parties with regard to the project.

Since that time, the City of Signal Hill requested to be included in the I-710 EIR/EIS Project Committee, which requires their inclusion into the MOU.

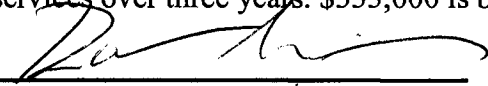
With the exception of the inclusion of the above city to the Project Committee, no functional change is being proposed to the MOU.

Gateway Cities Council of Governments has also requested a change to "Recital A" to place a positive emphasis in the mutual cooperation between the various parties to complete this project. This change would also result in no functional change in the MOU. Staff will brief the Administration Committee and the Regional Council when the changes are made available.

FISCAL IMPACT:

There is no change to the fiscal impact of this item. SCAG's portion of the MOU is \$1 million in cash, \$2 million in in-kind services over three years. \$333,000 is budgeted this year.

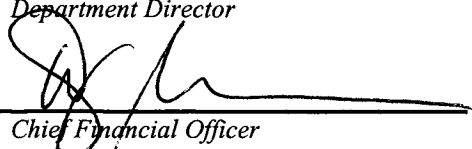
Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

**AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING AMONG
DISTRICT 7 OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION,
THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS,
THE GATEWAY CITIES COUNCIL OF GOVERNMENTS,
AND
THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION
AUTHORITY**

This Amendment regarding an Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) for the Interstate 710 (I-710) Corridor Memorandum Of Understanding ("this Amendment") is dated as of January 12, 2007, by and between the District 7 of the California Department of Transportation ("STATE"), the Southern California Association of Governments ("SCAG"), the Gateway Cities Council of Governments ("GCCOG"), and the Los Angeles County Metropolitan Transportation Authority ("METRO").

RECITALS:

- A. STATE, SCAG, GCCOG, and METRO entered into that certain Memorandum of Understanding, dated 10/12/06 (the "Existing MOU"), which Existing MOU serves as a Statement of Intent defining the roles and responsibilities of the Parties with regard to the Project, and not as a Cooperative Agreement which the Parties will be entering to address all funding mechanisms, terms, reporting and audit requirements, and any and all other general terms and conditions.
- B. STATE, SCAG, GCCOG, and METRO desire to amend the Existing MOU as provided herein.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. Paragraph 8, section b, discussing Committee Membership in the Existing MOU is hereby deleted and replaced with the following new paragraph b (section b1 remains unchanged):
 - "b) The I-710 EIR/EIS Project Committee shall be comprised as follows, provided that non-parties to this MOU have executed an implementation

agreement with the GCCOG: one member of the city council of each of the cities of Bell, Bell Gardens, Carson, Commerce, Compton, Cudahy, Downey, Huntington Park, Long Beach, Lynwood, Maywood, Paramount, Signal Hill, South Gate and Vernon; one member of the Board of Harbor Commissioners of the Port of Long Beach; one member of the Board of Harbor Commissioners of the Port of Los Angeles; one member of Los Angeles County Board of Supervisors; one member of METRO; one representative of STATE; one representative of SCAG; one representative from the I-5 Consortium Cities Joint Powers Authority; and the President of the San Gabriel Valley Council of Governments. The Project Committee shall elect two co-chairs to serve on the Executive Committee, one from the Northern area and one from the Southern area of the region represented by the members of the Project Committee.”

2. Attachment 2 to the Existing MOU is hereby amended by deleting it in its entirety and replacing it with the following Attachment 2-A, attached hereto.
3. Except as expressly amended thereby, the Existing MOU remains in full force and effect as originally executed. All rights and obligations of the Parties under the Existing MOU that are not expressly amended by this Amendment shall remain unchanged by this Amendment.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be duly executed and delivered as of the above date.

GATEWAY CITIES COUNCIL OF GOVERNMENTS

Richard Powers, Executive Director Date

Approved as to form:

Richard Jones, General Counsel for Gateway Cities COG Date

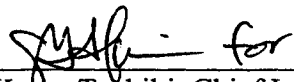
DISTRICT 7 OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

Douglas Failing, District Director Date

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Mark A. Pisano, Executive Director Date

Approved as to form:

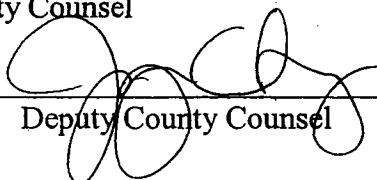
 for 8-1-07

Karen Tachiki, Chief Legal Counsel at SCAG Date

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

Roger Snoble, Chief Executive Officer Date

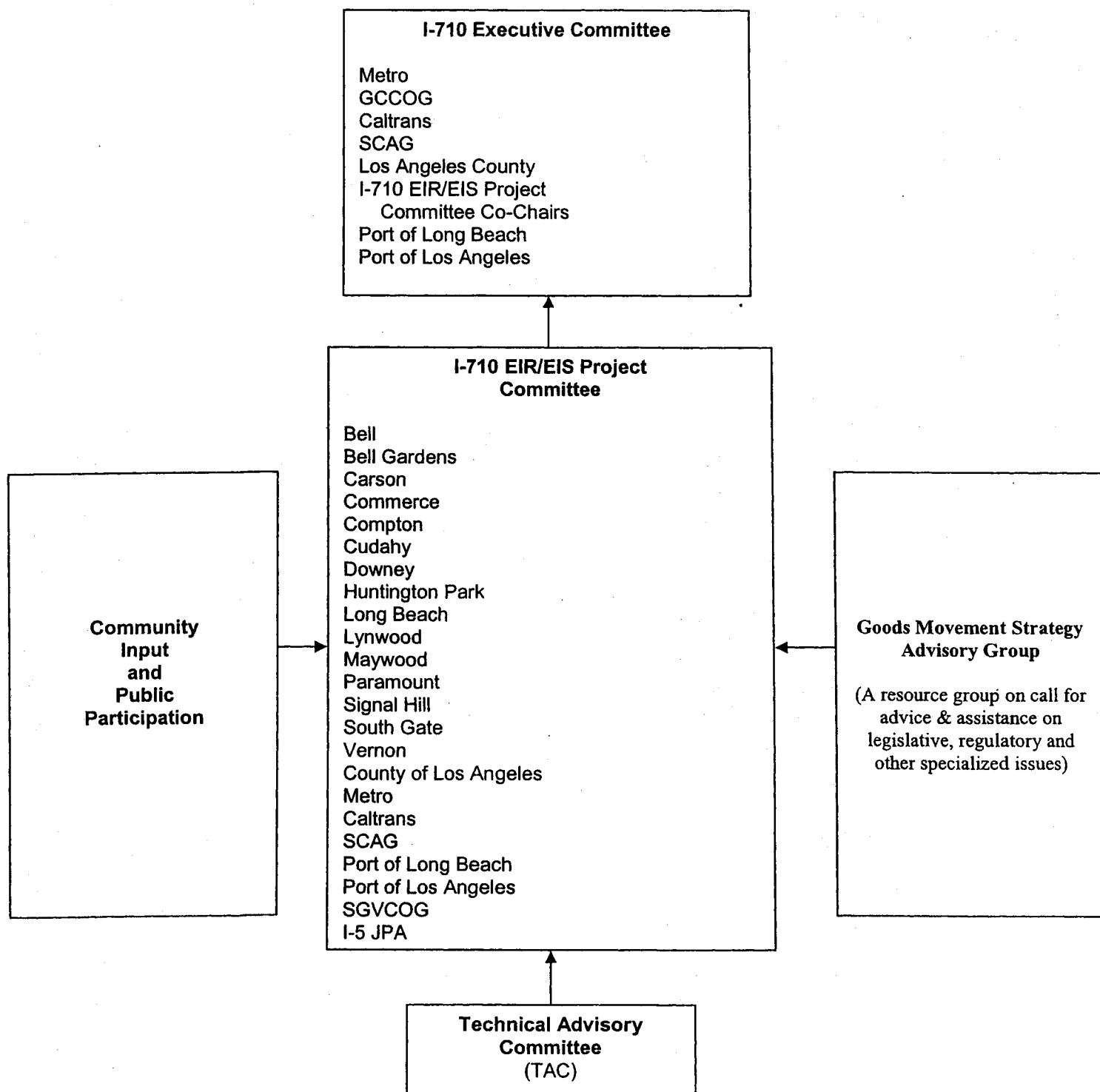
Approved as to form:
Raymond G. Fortner, Jr.
County Counsel

By:  11/24/07

Deputy County Counsel Date

ATTACHMENT 2-A

I-710 PROJECT GOVERNANCE STRUCTURE



REPORT

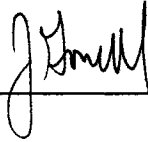
DATE: March 1, 2007

TO: Administrative Committee
Regional Council

FROM: Wayne Moore, CFO, (213) 236-1804, moore@scag.ca.gov

SUBJECT: Disadvantaged Business Enterprise (DBE) Race-Neutral Implementation Agreement

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the attached Disadvantaged Business Enterprise (DBE) Race-Neutral Implementation Agreement to replace and supersede the SCAG DBE Program approved by the Regional Council in September 2004.

BACKGROUND:

In September 2004, the SCAG Regional Council approved the SCAG DBE Program Policy Statement (SCAG DBE Program) in accordance with the requirements of the U.S. Department of Transportation (DOT). This was required as a condition of receiving Federal assistance from DOT, and as an assurance that the program would comply with 49 Code of Federal Regulations (CFR) Part 26.

Effective May 1, 2006, SCAG was required to implement a wholly Race-Neutral DBE (solicitations without a DBE goal requirement) program in accordance with new Caltrans' local programs procedures. As a result of the new requirements, SCAG executed a "Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for SCAG" (DBE Race-Neutral Implementation Agreement) and "Local Agency DBE Annual Submittal Form for SCAG."

In November 2006, Caltrans notified SCAG of technical changes to the Caltrans DBE requirements, and requested that SCAG submit an amended DBE Race-Neutral Implementation Agreement. The technical changes consist of clarifying the Race-Neutral means of meeting the annual DBE goal. Section V of the attached DBE Race-Neutral Implementation Agreement reflects this change.

Therefore, SCAG has submitted to Caltrans the attached, new "Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for SCAG," in accordance with Caltrans procedures, and SCAG has implemented the applicable new requirements.

FISCAL IMPACT:

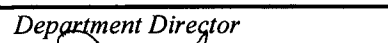
None

REPORT

Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

**DISADVANTAGED BUSINESS ENTERPRISE
RACE-NEUTRAL
IMPLEMENTATION AGREEMENT
FOR
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**



Main Office
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Los Angeles, California
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www.scag.ca.gov

**Disadvantaged Business Enterprise Race-Neutral Implementation Agreement
for Southern California Association of Governments**

**DISADVANTAGED BUSINESS ENTERPRISE RACE-NEUTRAL IMPLEMENTATION
AGREEMENT**

For the Southern California Association of Governments, hereinafter referred to as
"RECIPIENT."

I Definition of Terms

The terms used in this agreement have the meanings defined in 49 CFR § 26.5.

II OBJECTIVE/POLICY STATEMENT (§26/1. 26/23)

The RECIPIENT intends to receive federal financial assistance from the U. S. Department of Transportation (DOT) through the California Department of Transportation (Caltrans), and as a condition of receiving this assistance, the RECIPIENT will sign the California Department of Transportation's Disadvantaged Business Enterprise Implementation Agreement (hereinafter referred to as Agreement). The RECIPIENT agrees to implement the State of California, Department of Transportation Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program Plan) as it pertains to local agencies. The DBE Program Plan is based on U.S. Department of Transportation (DOT), 49 CFR, Part 26 requirements.

It is the policy of the RECIPIENT to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also their policy:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts.
- To create a level playing field on which DBE's can compete fairly for DOT-assisted contracts.
- To ensure that their annual overall DBE participation percentage is narrowly tailored, in accordance with applicable law.
- To ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs.
- To help remove barriers to the participation of DBEs in DOT-assisted contracts.
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

III Nondiscrimination (§26.7)

RECIPIENT will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin. In administering the local agency components of the DBE Program Plan, the RECIPIENT will not, directly, or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program Plan with respect to individuals of a particular race, color, sex, or national origin.

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Southern California Association of Governments

IV Annual DBE Submittal Form (§26.21)

The RECIPIENT will provide to the Caltrans' District Local Assistance Engineer (DLAE) a completed DBE Annual Submittal Form by June 1 of each year for the following Federal Fiscal Year (FFY). This form includes an Annual Anticipated DBE Participation Level (AADPL), methodology for establishing the AADPL, the name, phone number, and electronic mailing address of the designated DBELO, and the choice of Prompt Pay Provision to be used by the RECIPIENT for the following FFY.

V Race-Neutral Means of Meeting the Annual DBE Goal (§26.51)

RECIPIENT will assist Caltrans to achieve its Overall Statewide DBE Goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, is awarded a subcontract on a prime contract that does not carry a DBE goal, or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low-bid system to award subcontracts).

Race-neutral means include, but are not limited to, the following:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses, participation (e.g., unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
3. Providing technical assistance and other services;
4. Carrying out information and communication programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists of bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
6. Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of types of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of your DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and
9. Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

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VI Quotas (§26.43)

RECIPIENT will not use quotas or set-asides in any way in the administration of the local agency component of the DBE Program Plan.

VII DBE Liaison Officer (DBELO) (§26.25)

RECIPIENT has designated a DBE Liaison Officer. The DBELO is responsible for implementing the DBE Program Plan, as it pertains to the RECIPIENT, and ensures that the RECIPIENT is fully and properly advised concerning DBE Program Plan matters. [Specify resources available to the DBELO; e.g., the DBELO has a staff of two professional employees assigned to the DBE program on a full-time basis and two support personnel who devote a portion of their time to the program.] The name, address, telephone number, electronic mail address, and an organization chart displaying the DBELO's position in the organization are found in Attachment A to this Agreement. This information will be updated annually and included on the DBE Annual Submittal Form.

The DBELO is responsible for developing, implementing, and monitoring the RECIPIENT's requirements of the DBE Program Plan in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to determine projected Annual Anticipated DBE Participation Level.
4. Ensures that bid notices and requests for proposals are made available to DBEs in a timely manner.
5. Analyzes DBE participation and identifies ways to encourage participation through race-neutral means.
6. Participates in pre-bid meetings.
7. Advises the CEO/governing body on DBE matters and DBE race-neutral issues.
8. Provides DBEs with information and recommends sources to assist in preparing bids, obtaining bonding and insurance.
9. Plans and participates in DBE training seminars.
10. Provides outreach to DBEs and community organizations to fully advise them of contracting opportunities.

**Disadvantaged Business Enterprise Race-Neutral Implementation Agreement
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VIII Federal Financial Assistance Agreement Assurance (§26.13)

RECIPIENT will sign the following assurance, applicable to and to be included in all DOT-assisted contracts and their administration, as part of the program supplement agreement for each project.

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract, or in the administration of its DBE Program, or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR, Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.). [Note – this language is to be used verbatim, as it is stated in §26.13(a).]

IX DBE Financial Institutions (§26.27)

It is the policy of the RECIPIENT to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

Information on the availability of such institutions can be obtained from the DBELO. The Caltrans' Disadvantaged Business Enterprise Program may offer assistance to the DBELO.

X Directory (§26.31)

RECIPIENT will refer interested persons to the Unified Certification Program DBE directory available from the Caltrans Disadvantaged Business Enterprise Program's website at www.dot.ca.gov/hq/bep.

XI Required Contract Clauses (§§26.13, 26.29)

RECIPIENT ensures that the following clauses or equivalent will be included in each DOT-assisted prime contract:

A. CONTRACT ASSURANCE

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as recipient deems appropriate.

[Note – This language is to be used verbatim, as is stated in §26.13(b). See Caltrans Sample Boiler Plate Contract Documents on the Internet at www.dot.ca.gov/hq/LocalPrograms under "Publications."]

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B. PROMPT PAYMENT

Prompt Progress Payment to Subcontractors

A prime contractor or subcontractor shall pay to any subcontractor not later than 10-days of receipt of each progress payment, in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10-days is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies of that Section. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

Prompt Payment of Withheld Funds to Subcontractors

The local agency shall include either (1), (2), or (3) of the following provisions [local agency equivalent will need Caltrans approval] in their federal-aid contracts to ensure prompt and full payment of retainage [withheld funds] to subcontractors in compliance with 49 CFR 26.29.

1. No retainage will be held by the agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.
2. No retainage will be held by the agency from progress payments due the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor in 30-days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

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3. The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within 30-days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

XIV Local Assistance Procedures Manual

The RECIPIENT will advertise, award and administer DOT-assisted contracts in accordance with the most current published Local Assistance Procedures Manual (LAPM).

XV Bidders List (§26.11)

The RECIPIENT will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on its DOT-assisted contracts. The bidders list will include the name, address, DBE/non-DBE status, age, and annual gross receipts of the firms.

XVI Reporting to the DLAE

RECIPIENT will promptly submit a copy of the Local Agency Bidder-DBE Information (Exhibit 15-G or Exhibit 10-O of the LAPM) to the DLAE at the time of execution of consultant or construction contract award.

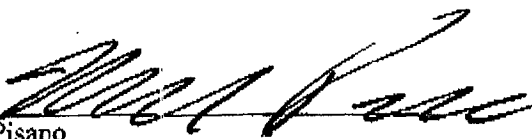
RECIPIENT will promptly submit a copy of the Final Utilization of DBE participation to the DLAE using Exhibit 17-F of the LAPM immediately upon completion of the contract for each consultant or construction contract.

XVII Certification (§26.83(a))

RECIPIENT ensures that only DBE firms currently certified by the California Unified Certification Program will participate as DBEs on DOT-assisted contracts.


**Disadvantaged Business Enterprise Race-Neutral Implementation Agreement
for Southern California Association of Governments****XVIII Confidentiality**

RECIPIENT will safeguard from disclosure to third parties, information that may reasonably be regarded as confidential business information consistent with federal, state, and local laws.


Mark Pisano
Executive Director

Date: 1/2/07Phone Number: (213) 266-1800

This California Department of Transportation's Disadvantaged Business Enterprise Program Plan Implementation Agreement is accepted by:


[Signature of DLAE]

Date: 1/29/2007

VIJAY KOPPARAM / KIRK CESSNA
[Print Name of DLAE]

Distribution: (1) Original -DLAI
(2) Copy-local agency after signing by DLAE

DBE Race-neutral Implementation Agreement for Local Agencies (05/01/06)

ATTACHMENT A

DBE Liaison Officer (DBELO) & Organizational Chart

ATTACHMENT A

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

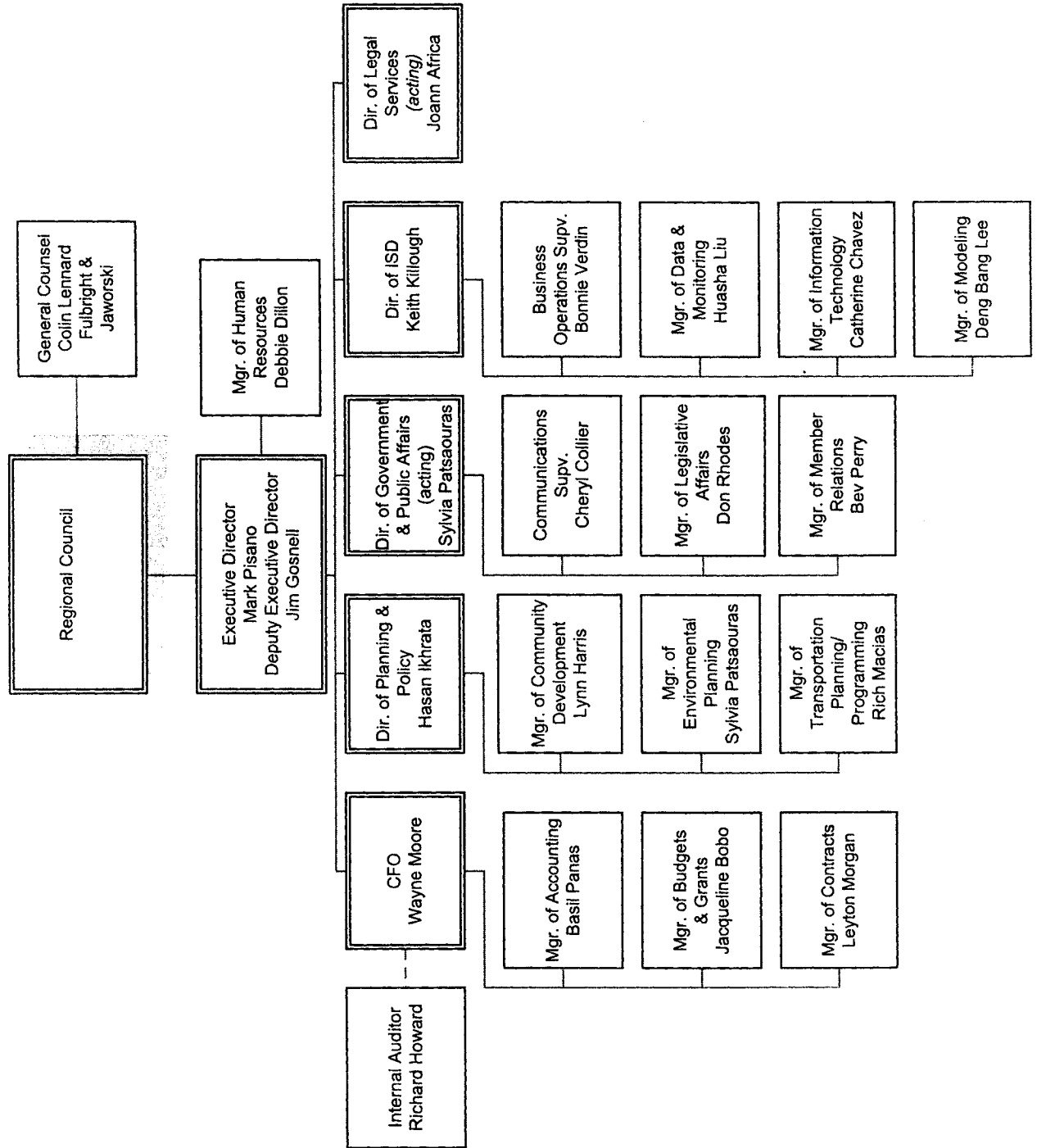
Section 26.25 DBE Liaison Officer (DBELO)

SCAG's Chief Financial Officer has been delegated as the DBE Liaison Officer:

Wayne Moore, CFO/DBELO
818 W. Seventh St., 12th Floor
Los Angeles, CA 90017
tel: (213) 236-1800
fax: (213) 236-1825
moore@scag.ca.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that SCAG complies with all provisions of 49 CFR Part 26. Wayne Moore has direct, independent access to the Executive Officer, Mark A. Pisano, concerning DBE program matters. The DBELO has one support personnel who devotes a portion of work time to the DBE program. An organization chart displaying the DBELO's position in the organization may be found on the next page.

Organizational Chart



MEMO

DATE: March 1, 2007
TO: Administration Committee
Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: Contracts and Purchase Orders between \$5,000 - \$250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between \$5,000 and \$250,000

None

SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- | | |
|---|------------|
| • Lake Arrowhead Resort
2007 RC Retreat Venue | \$15,000 |
| • Millennium Biltmore Hotel
2007 General Assembly | \$15,000 |
| • Dell Marketing
Replacement Web Servers | \$5,542.60 |
| • Software Spectrum
Additional Software Funding | \$10,000 |
| • Staples Inc.
Office Supplies | \$10,000 |
| • The Coalition for America's Gateways and Trade Corridors
CAGTA Membership Fees | \$15,000 |
| • Local Government Commission
6th Annual New Partners for Smart Growth | \$10,000 |

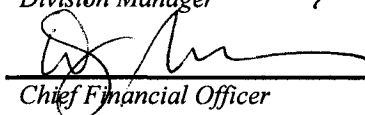
FISCAL IMPACT:

None. Funding is available.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

MEMO

DATE: March 1, 2007
TO: Administration Committee
Regional Council
FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov
SUBJECT: FY06 SINGLE AUDIT REPORT

BACKGROUND:

SCAG's independent auditors, Vasquez and Company, have issued their Single Audit opinion.

It is SCAG's responsibility to comply with the laws, regulations, contracts, and grants applicable to each of its major federal programs. Vasquez and Company audited SCAG's compliance with the requirements of the *US Office of Management and Budget (OMB) Circular A-133 Compliance Supplement US Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of SCAG's major federal programs for the fiscal year ended June 30, 2006.

It is also SCAG's responsibility to establish and maintain effective internal control over compliance with requirements for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, and contract and grants applicable to federal programs. As required by OMB Circular A-133, Vasquez and Company audited SCAG's internal control over compliance with requirements that could have a direct and material effect on a major federal program,.

AUDIT OPINIONS:

Vasquez and Company have opined that SCAG complied, in all material respects, with the requirements of each of its federal programs for the year ended June 30, 2006. Vasquez and Company also reported that they found no matters involving the internal control over compliance and its operation that they considered material or reportable. Thus, there were no audit findings required to be reported in accordance with Section 510(a) of OMB Circular A-133.

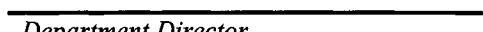
FISCAL IMPACT:

None. The cost of the Single Audit was included in the FY07 budget.

Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

REPORT

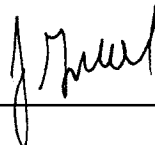
DATE: March 1, 2007

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, moore@scag.ca.gov, (213) 236-1804

SUBJECT: Approval of the Fiscal Year (FY) 2007-2008 Comprehensive Budget

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTIONS:

1. Approve the FY 2007-2008 Comprehensive Budget, which includes the following components: the Draft Overall Work Plan, the General Fund Budget, the Indirect Cost Budget and the Fringe and Leave Budget; and
2. Authorize the release of the Draft Overall Work Program (OWP) and the Indirect Cost Allocation Plan (ICAP) to Caltrans, initiate the 30-day public comment period and transmit the General Fund Budget to the General Assembly.

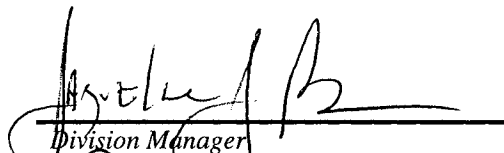
SUMMARY:

SCAG is required by federal and state law to develop the OWP and the Indirect Cost Budget. These budgets must be submitted to Caltrans for review and approval before any dollars can be expended by SCAG. In order to assemble all of the budget components into one document and satisfy the requirements of Caltrans and SCAG's bylaws regarding adoption of an annual budget. SCAG staff has developed a comprehensive budget document for the FY 2007-2008 that contains the following components: the General Fund Budget, the Draft OWP, the Indirect Cost Budget, and the Fringe and Leave Budget. Approval of this comprehensive budget and transmittal of required sections to Caltrans and the General Assembly will allow SCAG to be able to start projects and spend funds effectively July 1, 2007. If the comprehensive budget is not approved, SCAG's projects and programs will stop effective June 30, 2007.

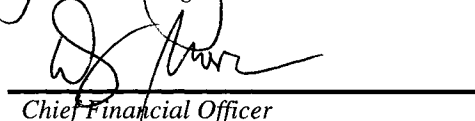
FISCAL IMPACT:

Approval of this document impacts all funding, projects and programs for FY 2007-2008.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

REPORT

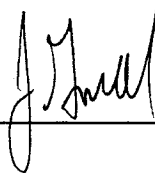
DATE: February 1, 2007

TO: Administration Committee
Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: RHNA Budget Request

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the use of an additional \$100,000 in General Funds to continue funding the Regional Housing Needs Allocation (RHNA) project.

BACKGROUND:

At the September 2006 Regional Council (RC) meeting, \$100,000 in General Funds from the current fiscal year budget was reallocated to fund the RHNA project. In December 2006, the RC allocated an additional \$200,000 in general funds for the RHNA project. As of the payroll period ending January 26, 2007, \$308,000 in General funds had been expended on the RHNA project. This request of \$100,000, in addition to an original adopted budget allocation of \$100,000 brings the total amount of general funds allocated to the RHNA project to \$500,000.

This current budget request continues funding for the housing allocation process to support sub regional delegations, evaluation of appeals and the trade and transfer process. The budget also includes funding for work-related inquiries by cities regarding housing allocations in an effort to mitigate potential appeals. Our final budget projections for the current fiscal year are predicated upon the number and nature of appeals that result from the process, which will be known on March 16, 2007. If there are no appeals, the \$500,000 budget target can be met. If, for example, 20% of cities pursue appeals, the additional costs could be between \$150,000 and \$200,000 in fiscal year 2006, and \$50,000 to \$100,000 in fiscal year 2007.

FISCAL IMPACT:

All the Funds are included in the current year's appropriated budget.

Reviewed by:



Chief Financial Officer

REPORT

DATE: March 1, 2007

TO: Administrative Committee
Regional Council

FROM: Wayne Moore, Chief Financial Officer, 213-236-1804, moore@scag.ca.gov

SUBJECT: Authorization to Apply for FHWA Grants Administered by Caltrans

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Authorize SCAG to apply for, and if awarded, accept, The Transportation, Community, and System Preservation (TCSP) Program and Public Lands and Highways Discretionary Program (PLHD) grant funds.

BACKGROUND:

For the first time in several years the Federal Highway Administration (FHWA) is accepting applications for The Transportation, Community, and System Preservation (TCSP) Program and Public Lands and Highways Discretionary Program (PLHD) grant funds. These grant funds, administered by Caltrans, have been earmarked by Congress for the past several years. This year, SCAG was advised in February that applications are being solicited nationwide from states, MPOs, cities and Indian Tribes for both transportation planning and implementation projects. Applications are due to Caltrans the second week in March, with awards expected to be announced in late spring.

TCSP

Approximately \$51 million in TCSP funds and \$79 million PLHD funds are to be awarded nationwide. FHWA recommends each individual funding request to be in the \$500,000 to \$1 million range, with a 20% local match requirement. The TCSP program funds projects which accomplish the following: improve the efficiency of the transportation system of the United States; reduce environmental impacts of transportation; reduce the need for costly future public infrastructure investments; ensure efficient access to jobs, services, and centers of trade; examine community development patterns and identify strategies to encourage private sector development patterns and investments that support these goals.

Planning assistance under the TCSP Program is intended to provide financial resources to States and communities to explore integrating their transportation programs with community preservation and environmental activities. Grants will be awarded for planning activities that will achieve this integration, meet the purposes of the program described above and are innovative. This may include, for example, public and private involvement activities; improving conditions for bicycling and walking; better and safer operation of existing roads, signals and transit systems; development of new types of transportation financing and land-use alternatives; development of new programs and tools to measure success; and the creation of new planning tools and policies necessary to implement TCSP-related initiatives.

REPORT

Administrative Committee
Regional Council
March 2, 2007

Given the constrained time frame to prepare and submit applications, SCAG applications are currently under development. However, it is anticipated that an application will be submitted for Compass Blueprint funding because it is very responsive to the TCSP program criteria referenced above.


PLDH

PLHD funds are available for transportation projects that provide access to Federal lands or facilities. PLHD funds, which require no local match, are available for transportation planning, research, engineering, and construction of the highways, roads, and parkways, and of transit facilities within the Federal public lands, including Indian tribal land. SCAG is exploring the submittal of an application for a transportation planning project for tribal land.

FISCAL IMPACT:

Awarded projects will provide additional funding and the required associated match in SCAG's OWP to conduct the approved projects.

Reviewed
by:




Division Manager

Affirmed
by:

Department Director

Affirmed
by:




Chief Financial Officer

REPORT

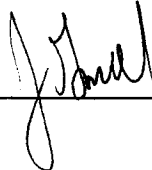
DATE: March 1, 2007

TO: Regional Council
Administration Committee

FROM: 
Debbie Dillon, Human Resources Manager

SUBJECT: Finance and Modeling Classification Study Results

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

The Personnel Committee recommends approval of the classification levels and the salary ranges for the revised/new Accounting, Budget, Contracts and Modeling Series:

Classification	Annual Minimum	Annual Maximum	Salary Range Increase
FINANCE			
Accountant I	39,950.00	60,486.00	New class
Accountant II	43,945.33	65,918.00	New class
Accountant III (Accountant)	48,340.00	73,189.00	1.56%
Accounting Systems Analyst	54,061.33	81,092.00	New class
Budget & Grants Analyst I	46,093.33	69,140.00	New class
Budget & Grants Analyst II (Administrative Analyst)	54,061.33	81,092.00	12.5%
Contracts Analyst I	46,093.33	69,140.00	New class
Contracts Analyst II (Contracts Administrator)	54,061.33	81,092.00	12.5%
Internal Auditor	98,787.00	148,182.00	No change
Lead Accountant	69,575.11	104,357.00	No change
Payroll Specialist	39,950.00	60,486.00	2.2%
Senior Accountant	58,531.25	87,797.00	No change
Senior Budget & Grants Analyst	59,467.33	89,201.00	New class
Senior Contracts Analyst (Senior Contracts Administrator)	59,467.33	89,201.00	1.6%
MODELING			
Transportation Modeler I	41,418.00	62,139.00	No change
Transportation Modeler II	51,119.00	73,484.00	New class
Transportation Modeler III (Modeling Analyst)	57,807.00	86,711.00	14.5%
Transportation Modeler IV (Senior Modeling Analyst)	66,240.00	99,360.00	5%
Transportation Modeling Program Manager (Lead Modeling Analyst)	70,877.00	106,315.00	1.88%

REPORT

SUMMARY:

This study is the third classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. It is anticipated that all positions will be reviewed by the end of the fiscal year. An all agency benchmark compensation survey will be conducted in January 2008.

The classification study of the Finance and Modeling classes resulted in creating entry level classes in all series, changing the titles for the contract and administrative analyst series, creating a new class of Accounting Systems Analyst within the accounting series, and the structuring the modeling series to parallel the regional planning series. Generally the revision of these classification series better describes the work performed and will aid recruitment activities.

The salary survey indicated that salaries should be increased for all series except for some Accounting classes. Using the compensation practices established in the 2001 compensation survey, marketplace competitiveness was determined for entry level accountant and journey level contract and budget classes. The salary ranges for the other class levels within these series were determined by linking the other levels to the surveyed classes. The Internal Auditor class remains internally aligned with the class of Manager II. The modeling class series pay levels were established based on the planning series.

BACKGROUND:

The study began during the summer of 2006 and concluded in the fall. All twenty employees completed a job analysis questionnaire and were interviewed regarding their job duties and responsibilities. Meetings with all managers and department directors were held to discuss the functions supported by positions and responsibilities of individual positions. The completion of the study was delayed to permit input from two new managers in Finance. Individual positions were then allocated to the various class levels based on how well they matched the class concepts for each level.

Base salary information was collected in late 2006 from the 12-agency group which has been used since the last agency-wide classification and compensation study in 2001. A survey of modeling classes indicated that those agencies that did have modeling positions were classified as planners or an equivalently paid class. Therefore the salary structure of the Modeling series is based on the class series structure of the Regional Planning series.

Salary survey results comparing the maximums of the salary range for the Finance classes are listed on the next page. In the 2001 study the Accountant series was not surveyed, but rather linked internally to the Administrative Analyst series with no explanation provided. Entry and journey level accountant are typical benchmark classes and were included in this survey. In addition to the benchmark classes, the classes of Payroll Specialist, Senior Accountant and Lead Accountant levels were surveyed as a result of possible employee concerns.

REPORT

Agency	Accounting Series					Gr/Budget	Contracts
	Payroll Specialist	Entry	Journey	Advanced	Lead/Sup	Analyst II	Analyst II
ABAG	64,236	no match	no match	no match	90,924	77,484	77,484
City of Long Beach	52,000	50,665	65,158	72,207	89,460	72,207	no match
City of Los Angeles	67,923	53,244	57,671	no match	87,884	74,959	74,959
City of Pasadena	54,558	66,182	80,024	no match	90,617	74,821	74,821
Los Angeles County	52,535	44,248	50,501	56,570	86,231	72,928	no match
MTA	47,096	60,486	66,685	75,660	90,501	66,685	83,221
MTC	56,243	69,836	80,522	80,522	no match	94,321	80,522
MWD	61,152	56,389	64,646	78,291	117,270	78,499	78,499
OCTA	no match	no match	65,166	79,054	no match	71,760	no match
Orange County	49,005	50,170	57,346	63,939	89,000	89,128	65,728
SANDAG	52,478	55,102	66,977	85,505	no match	73,842	73,842
SCAQMD	46,284	no match	no match	no match	77,880	88,872	89,004
SCAG Salary Range	59,147	new	72,062	87,797	104,357	72,062	72,062
75th Percentile	58,698	60,486	66,904	79,421	90,617	81,092	80,522
% Difference from 75th %tile	0.8%	new	7.2%	9.5%	13.2%	-12.5%	-11.7%

FISCAL IMPACT:

This study results in a minimal immediate fiscal impact. Adequate funds are available in the budget to cover the cost. Employees only move in the salary range if their position is reclassified or at the time of their merit pay performance increase. This study recommends a total of seven positions be reclassified. Employees receive a 5% increase upon reclassification. The total cost for the current fiscal year is \$9,673.

MEMO

DATE: March 1, 2007

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: CFO Monthly Report for January 2007

BACKGROUND:

Accounting:

During the month of January 2007, the Accounting division completed its analysis of various enhancements to Treasury Operations. We are proceeding with Positive Pay, ACH Block, Remote Deposit and the "repo sweep" investment vehicle (repurchase agreement).

SCAG renewed its Letter of Credit (LOC) with Bank of the West in the amount of \$5 million. Although we do not anticipate a need for borrowing at any point in the foreseeable future, the LOC will be available if needed.

Use of a check signing machine for checks up to \$10,000 will commence when the RC adopts an authorizing resolution (agendized for the March 2007 meeting) required by Bank of the West.

Accounting systems staff developed a contract status report which highlights contracts with little or no recent accounts payable activity. Contract administration is using the report to improve the timeliness of invoicing by SCAG's consultants and sub-regions.

Staff researched various options for funding SCAG's defined benefit supplemental retirement plan. In addition, staff and Bartel and Associates continued to refine the actuarial assumptions required for the analysis of the retiree medical premium benefit. Both items were on the February 8, 2007 agenda of a joint meeting of the Audit and Personnel Committees.

MEMO

Budget and Grants:

During the month of January, the Budget and Grants section accomplished the following: submitted FY07 OWP Amendment # 3 to Caltrans for approval; continued to refine the FY 07-08 Draft OWP by conducting additional internal project reviews with department managers to finalize the projects to be funded in FY07-08 work program; provided the subregions with the draft 07-08 OWP project information at the January 25 Subregional Coordinators meeting; finalized the staffing, indirect cost and General Fund budget figures; coordinated preparation of the Caltrans required 2nd Quarterly OWP Progress Report and submitted it to Caltrans; continued to prepare or amend MOUs for special grant funded projects.

Contracts:

During the month of January, the Contracts section posted one RFP, executed one Notice to Proceed, executed four contract amendments, and executed two License Agreements. The DBE Race-Neutral Implementation Agreement was also updated to reflect changes implemented by Caltrans.

FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:



Chief Financial Officer

Southern California Association of Governments
Total Budget vs. Actual Expenditures and Encumbrances
For the Seven Months Ending January 31, 2007

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget		e Expenditures	f Encumbrances	(d-e-f) g Budget Balance		h % Budget Remaining
Salaries and Fringe Benefits	\$15,293,452	\$162,074	\$ 236,377	\$15,691,903		\$7,586,018	\$ 137,597	\$7,968,288		51%
Consultants & Professional Services	17,799,082	212,936	44,500	18,056,518		2,827,421	13,006,146	\$2,222,951		12%
Sub Region Consultants & Staff Projects	4,268,112	(180,000)	22,592	4,110,704		82,672	3,537,815	\$490,217		12%
Direct & Indirect Costs	5,379,519	(283,381)	\$ -	5,096,138		2,204,998	1,010,599	\$1,880,541		37%
All Other	3,875,094	347,897	\$ -	4,222,991		497,439	-	\$3,725,552		88%
Total	\$ 46,615,259	\$ 259,526	\$ 303,469	\$ 47,178,254		\$ 13,198,548	\$ 17,692,157	\$ 16,287,549		35%

- 1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
- 2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
- 3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006.
- 4) General Fund budget changes due to RHNA staff and travel.

**Southern California Association of Governments
General Fund Budget vs. Actual Expenditures and Encumbrances
For the Seven Months Ending January 31, 2007**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	\$100,000	\$ 265,000	\$ -	\$ 365,000	\$293,770	\$ -	\$71,230	20%
Consultant and Professional Services	513,050	25,000	-	538,050	129,706	235,923	\$172,421	32%
Regional Council (RC) Support	304,800	45,000	-	349,800	88,155	35,549	\$226,096	65%
RC Special Projects and Sponsorships	109,800	(10,000)	-	99,800	34,461	50,000	\$15,339	15%
All other Budget Categories	493,953	(325,000)	-	168,953	10,484	-	\$158,469	94%
Total	\$ 1,521,603	\$ -	\$ -	\$ 1,521,603	\$ 556,576	\$ 321,472	\$ 643,555	42%

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.

**Budget v. Actual and Encumbrances
Through January 2007**

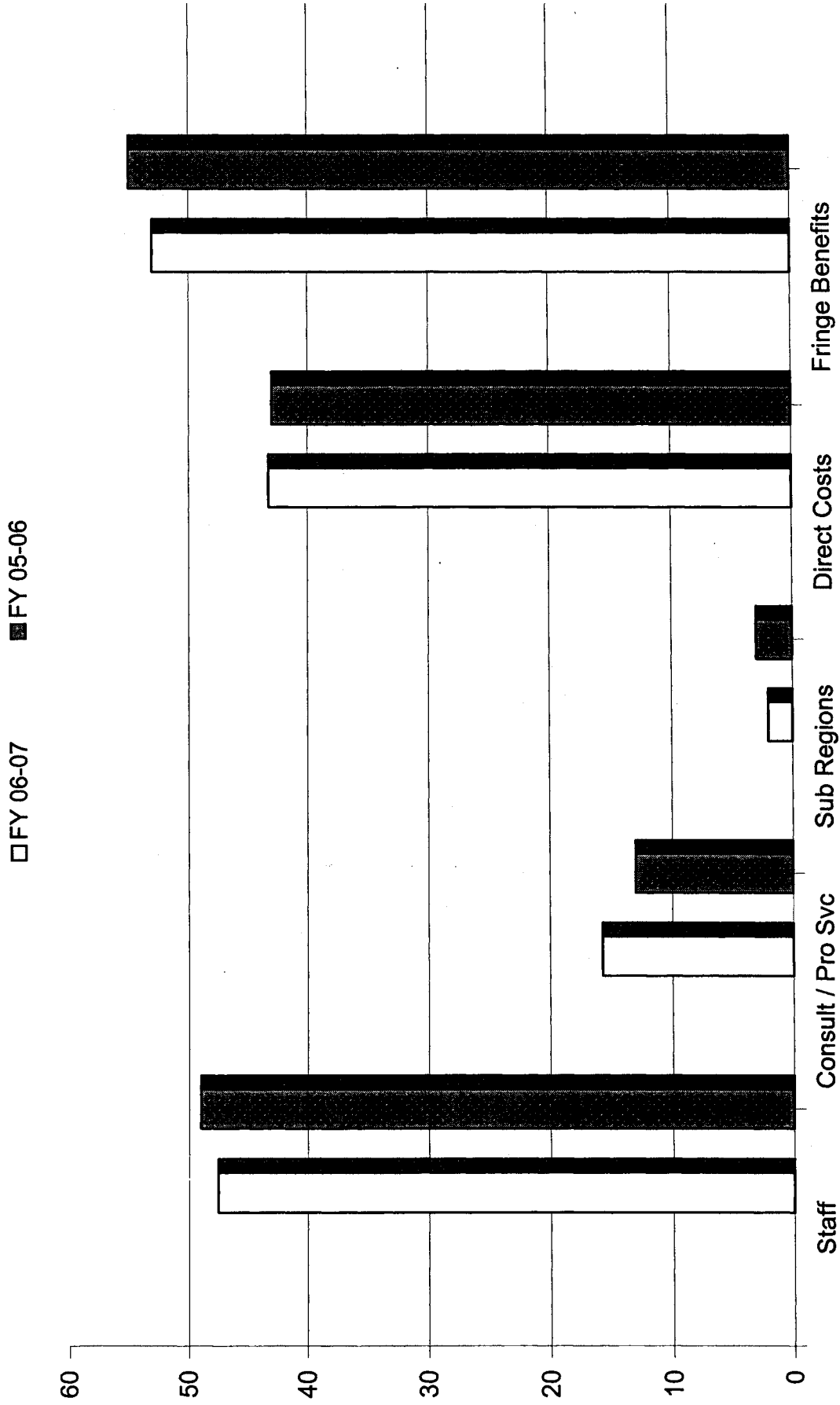
	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Jan	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	10,605,287	140,074	10,745,361	4,976,022	5,769,339	46%	-	4,976,022	5,769,339	46%
Temporary Help	395,920	22,000	417,920	332,046	85,874	79%	137,597	469,643	(51,723)	112%
	11,001,207	162,074	11,163,281	5,308,068	5,855,213	48%	137,597	5,445,665	5,717,616	48%
Consultant / Professional Services										
SCAG Consultant	17,254,082	217,436	17,471,518	2,700,641	14,770,877	15%	12,831,726	15,532,367	1,939,151	89%
Legal Services	535,000	-	535,000	123,780	411,220	23%	161,197	284,977	250,023	53%
Professional Services	10,000	(4,500)	5,500	3,000	2,500	55%	13,223	16,223	(10,723)	295%
	17,799,082	212,936	18,012,018	2,827,421	15,184,597	16%	13,006,146	15,833,567	2,178,451	88%
Sub Regions										
Subregional Consultant	3,021,696	(88,000)	2,933,696	40,272	2,893,424	1%	2,433,855	2,474,127	459,569	84%
Subregional Staff Projects	1,246,416	(92,000)	1,154,416	42,400	1,112,016	4%	1,103,960	1,146,360	8,056	99%
	4,268,112	(180,000)	4,088,112	82,672	4,005,440	2%	3,537,815	3,620,487	467,825	89%
Direct Costs										
Internet Access Fees	3,000	-	3,000	1,217	1,783	41%	1,812	3,029	(29)	101%
Software Support	506,363	(22,000)	484,363	103,599	380,764	21%	3,737	107,336	377,027	22%
Hardware Support	57,000	-	57,000	19,669	37,331	35%	18,423	38,092	18,908	67%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	24,546	5,454	82%	16,048	40,594	(10,594)	135%
Office Rent - Main Office	1,200,807	-	1,200,807	734,097	466,710	61%	337,416	1,071,513	129,294	89%
Office Rent - Satellite Office	56,000	-	56,000	35,345	20,655	63%	15,818	51,163	4,837	91%
Equipment Leases	511,247	-	511,247	270,966	240,281	53%	190,637	461,603	49,844	90%
Equipment Repairs	34,730	-	34,730	8,279	26,451	24%	7,942	16,221	18,509	47%
Insurance	183,985	-	183,985	180,150	3,835	98%	-	180,150	3,835	98%
Payroll and Bank Process Fee	34,500	-	34,500	13,819	20,681	40%	-	13,819	20,681	40%
Office Supplies	115,500	-	115,500	60,838	54,662	53%	61,436	122,274	(6,774)	106%
Office Maintenance	-	-	-	-	-	0%	-	-	0	0%
Small Office Purchase	496,095	2,700	498,795	84,336	414,459	17%	30,988	115,324	383,471	23%
Telephone Charges	90,526	-	90,526	34,034	56,492	38%	330	34,364	56,162	38%
Postage and Delivery	82,000	-	82,000	31,507	50,493	38%	38,870	70,377	11,623	86%
SCAG Memberships	97,814	-	97,814	65,104	32,710	67%	-	65,104	32,710	67%
Professional Memberships	10,980	-	10,980	3,210	7,770	29%	884	4,094	6,886	37%
Resource Materials and Subs	43,550	-	43,550	69,149	(25,599)	159%	108,145	177,294	(133,744)	407%
Depreciation - Furniture	5,000	-	5,000	6,763	(1,763)	135%	-	6,763	(1,763)	135%
Depreciation - Computer	40,000	-	40,000	26,437	13,563	66%	-	26,437	13,563	66%
Amortization Lease	0	-	0	1,339	(1,339)	0%	-	1,339	(1,339)	0%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	0	44,000	0%
Recruitment Notices	25,000	-	25,000	9,086	15,914	36%	13,673	22,759	2,241	91%
Public Notices	65,000	(8,000)	57,000	1,022	55,978	2%	-	1,022	55,978	2%
Staff Training	181,000	37,500	218,500	105,507	112,993	48%	50,082	155,589	62,911	71%
RC & Committee Meetings	22,000	-	22,000	7,658	14,342	35%	6,861	14,519	7,481	66%
RC Retreat	17,500	-	17,500	-	17,500	0%	15,000	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	-	17,500	0%	14,250	14,250	3,250	81%

**Budget v. Actual and Encumbrances
Through January 2007**

	Original Budget	Budget Changes	Revised Budget	Yr to Date		Pct of Bud	YTD		Pct of Bud
				Expenditures Thru Jan	Balance		Encum- brances	Expenditures Plus Encumbrs	
Other Meeting Expense	46,500	15,000	61,500	8,596	52,904	14%	1,868	10,464	17%
Miscellaneous	168,583	3,219	171,802	14,712	157,090	9%	3,360	18,072	11%
RC Meeting Stipends	130,000	-	130,000	59,770	70,230	46%	-	59,770	46%
Letter of Credit Interest	75,000	-	75,000	0	75,000	0%	-	0	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	600	400	60%	-	600	60%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)	22,339	-2%	-	(500)	-2%
Printing	190,000	4,500	194,500	52,196	142,304	27%	22,669	74,865	38%
Travel	305,400	18,700	324,100	108,769	215,331	34%	-	108,769	34%
Travel - Lod > Per Diem	3,000	-	3,000	1,338	1,662	45%	-	1,338	45%
Travel - Event Registration	28,800	-	28,800	27,379	1,421	95%	350	27,729	96%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	0%
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799	58,001	29%	-	23,799	29%
	5,379,519	(283,381)	5,096,138	2,204,998	2,891,140	43%	1,010,599	3,215,597	63%
Fringe Benefits									
Vacation Accrual Reconciliation	-	-	-	0	0	0%	-	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0%
Compensation Awards	-	-	-	0	0	0%	-	0	0%
Retirement - PERS	1,958,949	-	1,958,949	1,001,776	957,173	51%	-	1,001,776	51%
Retirement - PARS	58,045	-	58,045	44,408	13,637	77%	-	44,408	77%
Health Insurance	1,185,855	(260,000)	925,855	422,470	503,385	46%	-	422,470	46%
Dental Insurance	117,067	-	117,067	51,662	65,405	44%	-	51,662	44%
Vision Insurance	39,159	-	39,159	15,090	24,069	39%	-	15,090	39%
Life Insurance	95,000	-	95,000	42,310	52,690	45%	-	42,310	45%
Medical & Dental Cash Rebat	240,000	260,000	500,000	325,076	174,924	65%	-	325,076	65%
Medicare Tax	157,977	-	157,977	74,472	83,505	47%	-	74,472	47%
Tuition Reimbursements	5,000	-	5,000	3,000	2,000	60%	-	3,000	60%
Bus Passes	23,250	(12,500)	10,750	7,016	3,734	65%	-	7,016	65%
Carpool Reimbursements	4,120	-	4,120	1,435	2,685	35%	-	1,435	35%
Bus Passes - Taxable	54,000	12,500	66,500	37,098	29,402	56%	-	37,098	56%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	99%
Misc. Employee Benefits	11,923	-	11,923	(8,531)	20,454	-72%	-	(8,531)	-72%
Unemployment Insurance	25,000	-	25,000	0	25,000	0%	-	0	0%
Deferred Comp Match	76,500	-	76,500	24,688	51,812	32%	-	24,688	32%
Benefit Administration Fees	3,500	-	3,500	1,258	2,242	36%	-	1,258	36%
	4,292,245	-	4,292,245	2,277,950	2,014,295	53%	-	2,277,950	53%
Other									
Soft Match Contributions	4,025,853	(45,478)	3,980,375	486,718	3,493,657	12%	-	486,718	12%
Exp - Local cash	165,625	5,000	170,625	10,721	159,904	6%	-	10,721	6%
Reconcile to Burden	(316,384)	388,375	71,991	0	71,991	0%	-	0	0%
	3,875,094	347,897	4,222,991	497,439	3,725,552	12%	0	497,439	12%
Grand totals:	46,615,259	259,526	46,874,785	13,198,548	33,676,237	28%	17,692,157	30,890,705	66%

Southern California Association of Governments
Agency Wide Comparison

% of Budget Spent @ 58% of year



Budget v. Actual and Encumbrances
General Fund Only
Through January 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Jan	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	31,264	82,097	113,361	85,676	27,685	76%	-	85,676	(57,991)	76%
Fringe Burden	17,239	45,269	62,508	55,873	6,635	89%	-	55,873	(49,238)	89%
Indirect Burden	51,497	137,634	189,131	152,221	36,910	80%	-	152,221	(115,311)	80%
	100,000	265,000	365,000	293,770	71,230	80%	-	293,770	(222,540)	80%
Consultant / Professional Services										
SCAG Consultant	313,050	25,000	338,050	112,438	225,612	33%	153,190	265,628	(193,206)	79%
Legal Services	200,000	-	200,000	17,268	182,732	9%	82,733	100,001	(2)	50%
Professional Services	-	-	-	-	-	0%	-	-	-	0%
	513,050	25,000	538,050	129,706	408,344	24%	235,923	365,629	(193,208)	68%
Regional Council Support										
TRAINING	25,000	25,000	50,000	-	50,000	0%	-	-	50,000	0%
RC & Committee Meetings	22,000	-	22,000	7,573	14,427	34%	6,861	14,434	(6,868)	66%
RC Retreat	17,500	-	17,500	-	17,500	0%	14,000	14,000	(10,500)	80%
RC General Assembly	17,500	-	17,500	-	17,500	0%	14,250	14,250	(11,000)	81%
Other Meeting Expense	20,000	10,000	30,000	1,408	28,592	5%	42	1,450	27,100	5%
Miscellaneous	21,500	-	21,500	5,063	16,437	24%	396	5,459	10,582	25%
RC Meeting Stipends	130,000	-	130,000	59,770	70,230	46%	-	59,770	10,460	46%
Travel	40,800	10,000	50,800	11,748	39,052	23%	-	11,748	27,304	23%
Travel - Lod. > Per Diem	3,000	-	3,000	1,338	1,662	45%	-	1,338	324	45%
Travel - Event Registration	4,000	-	4,000	1,255	2,745	31%	-	1,255	1,490	31%
AMPO Board Expense	-	-	-	-	-	0%	-	-	-	0%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
	304,800	45,000	349,800	88,155	261,645	25%	35,549	123,704	102,392	35%
RC Special Projects and Sponsorships										
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(103,324)	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799	58,001	29%	-	23,799	34,202	29%
	109,800	(10,000)	99,800	34,461	65,339		50,000	84,461	(69,122)	
All Other Budget Categories										
Payroll Bank Fees	4,500	-	4,500	2,770	1,730	62%	-	2,770	(1,040)	62%
Office Supplies	-	-	-	-	-	0%	-	-	-	0%
SCAG Memberships	22,614	-	22,614	7,614	15,000	34%	-	7,614	7,386	34%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	-	44,000	0%
Recruitment Notice	-	-	-	-	-	0%	-	-	-	0%
Letter of Credit Interest	75,000	-	75,000	-	75,000	0%	-	-	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	600	400	60%	-	600	(200)	60%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)	22,339	-2%	-	(500)	22,839	-2%
	493,953	(325,000)	168,953	10,484	158,469	6%	-	10,484	147,985	6%
Grand totals:	1,521,603	-	1,521,603	556,576	965,027	37%	321,472	876,048	(234,493)	58%